

Professional Development Grant Reimbursement Request and Final Report

*All reimbursements must be paid to the organization, not to an individual.
Remember to **SAVE** this file to your computer before entering data. ☺*

A. Applicant

Applicant Name: [Enter Applicant Name](#)

Applicant Email: [Enter Applicant Email](#)

School District Name: [Enter School District Name](#)

B. Meals (Virtual conferences and workshops do not usually include meals)

You will receive a flat \$45 in per diem for the first and last travel days. You will receive \$60 in per diem for each day of the event. If the event registration included meals, we will need to remove each included meal from the per diem amount based on the State meal allocation figures. The State of Alaska pays these rates regardless of meal allowance paid by applicant's employer.

Indicate number of meals that were included with the event registration:

Breakfast (\$12 of per diem is allocated for breakfast)

[Enter number of Breakfast\(s\) included](#)

Lunch (\$16 of per diem is allocated for lunch)

[Enter number of Lunch\(s\) included](#)

Dinner (\$32 of per diem is allocated for dinner)

[Enter number of Dinner\(s\) included](#)

You may calculate your own per diem and enter it into the table, [or leave the cell blank](#) and let us do the calculation. ☺

Do NOT include breakfast included through your hotel and not part of registration.

C. Reimbursement Request (Virtual conferences and workshops are usually only reimbursed for registration costs)

Please include all costs even if above the \$300 reimbursable limit. It helps us show "matching funds" to IMLS.

Details of allowable (and not allowable) expenses can be found in the [Professional Development \(PD\) Grant Guidelines](#).

Expense	Amount
Registration Costs – Include a copy of receipt(s) for registration.	Enter Registration Costs
Travel Costs – Include a copy of receipt(s) for air and/or ferry travel.	Enter Travel Costs
Mileage – If you drove more than 50 miles to the event, multiply miles by \$0.58	Enter Mileage
Ground Transportation – Include receipts for taxi, shuttles, or parking. <i>No tips allowed.</i>	Enter Ground
Lodging – Include a copy of receipt(s) for lodging.	Enter Lodging
Meals - Receipts are NOT necessary! Leave blank and we will calculate based on B. Meals	Enter Meals or blank
Other expenses – Include luggage fees, approved supplies, etc. and detail below.	Enter Other expenses
TOTAL – NOTE: Amount may change after review of receipts and State Library policy.	Enter TOTAL

Do you have additional information or details of expenses?

[Enter any additional information or details of expenses](#)

D. Final Report

1. Outcome-Based Evaluation Questions (OBE)

- A. I **learned** something by participating in this library activity. [Select a rating](#)
- B. I am **confident** about using what I have learned. [Select a rating](#)
- C. I am likely to **apply** what I have learned. [Select a rating](#)
- D. Applying what I learned will help **improve** library services to the students. [Select a rating](#)

2. Skills and Knowledge Gained

Select one or more areas in which your personal skills were enhanced or your knowledge was increased by attending the conference/workshop/PD event. [Please enter corresponding number\(s\) from list below](#)

Your Personal Skills:

- 1. Using critical thinking
- 2. Solving problems
- 3. Being innovative
- 4. Communicating clearly
- 5. Collaborating with others
- 6. Information literacy
- 7. Media literacy
- 8. Digital literacy
- 9. Being flexible
- 10. Adapting to change
- 11. Goal setting
- 12. Self-directed learning
- 13. Social skills
- 14. Cross-cultural skills
- 15. Productivity
- 16. Being accountable
- 17. Leadership
- 18. Being responsible
- 19. Other personal skills

Services to People Who Have Difficulty Using Libraries:

- 20. Bookmobiles
- 21. Outreach services
- 22. Non-English Speakers
- 23. Nursing homes and other institutions
- 24. Services to people with disabilities
- 25. Talking book services

- 26. Underserved groups
- 27. Other services

Library Technology and Connectivity Services:

- 28. Automating
- 29. Community information centers
- 30. Computer hardware or software
- 31. Digitizing library collections
- 32. GIS
- 33. Interlibrary loan
- 34. Internet skills
- 35. Negotiating licenses
- 36. Networking computers
- 37. Retrospective conversion
- 38. Videoconferencing equipment
- 39. Other technology

Services for Lifelong Learning:

- 40. 24-7 Online reference
- 41. After school programs
- 42. Babies and books
- 43. Computer literacy training
- 44. English as a 2nd language
- 45. Homework help services
- 46. Program development
- 47. Literacy
- 48. Online education
- 49. Summer reading programs
- 50. Other Lifelong learning

3. Scope and Impact

If you attended a conference with multiple sessions, please list the titles of the sessions you actually attended. Please list the titles of the sessions you actually attended.

Describe two changes or improvements you plan to make to operations at your library based on what you learned at this continuing education event. How will these changes or improvements impact the people who use your library? Please be specific. Describe two changes or improvements you plan to make

E. Signature

By signing this form, I certify that all information submitted is correct and factual to the best of my knowledge.

Date: Enter Date

Signature: _____

Please send this form with a signature and receipts via scan/email to eed.library.grants@alaska.gov or mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571